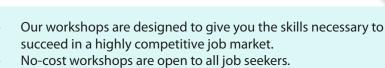
Workshops December 2017

- Heber Employment Center 69 N. 600 W., Suite C • Heber City 435-654-6505
- ★ Park City Employment Center 1910 Prospector Dr., #100 • Park City 435-649-0921

Register for reserved seating. Walk-ins welcome.





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•	Worksho	ps start o	on time.	Late-comers will be asked to reschedule.

Register at jobs.utah.gov, or speak with an employment counselor.

Job Seeking Sk	Location	
RESUMÉ WRITIN		
By appointment	Please call to schedule	Heber Park City
INTERVIEWING S		
By appointment	Please call to schedule	Heber Park City
JOB SEARCH STR NETWORKING):		
By appointment	Please call to schedule	Heber Park City
EMPLOYMENT ES		
None		Heber Park City
*LINKEDIN #1:		
By appointment	Please call to schedule	Heber Park City

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES (INCLUDES NETWORKING):

Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

